Section Change Request – used to add a new or edit an existing section

Rule Exception Request – takes the place of the Course Deviation and Class Change with Enrollment forms, also used to ask the Registrar's Office to process specific changes in Banner (credit hours, cross-list, unique title etc.)

To submit a request, navigate to the **Requests** tab on the top left side of the class Scheduling Management homepage and click the "**+ Create Request**" button.

Selecting "**Section Change**" will prompt you to submit a request to either **ADD** a new section or **EDIT** an already existing section. We kindly ask that you refrain from submitting requests to change section details that are editable in the Section Dashboard.

The option to "Add a section from Course Inventory" should only be used for courses that do not yet have sections scheduled for the selected term.

Selecting "**Rule Exception**" from the drop-down list of Request Types will prompt you to submit an exception request for a single, specific rule. Rule exceptions do not allow the ability to edit the section within the request. All section change details must be provided in the reason for the request field.

New Request » Rule Exception

Rule Exception requests allow you to request a rule exceptic

Term:

Fall 2024

Select a course

A&S 1111 A&S First Year Seminar ▼
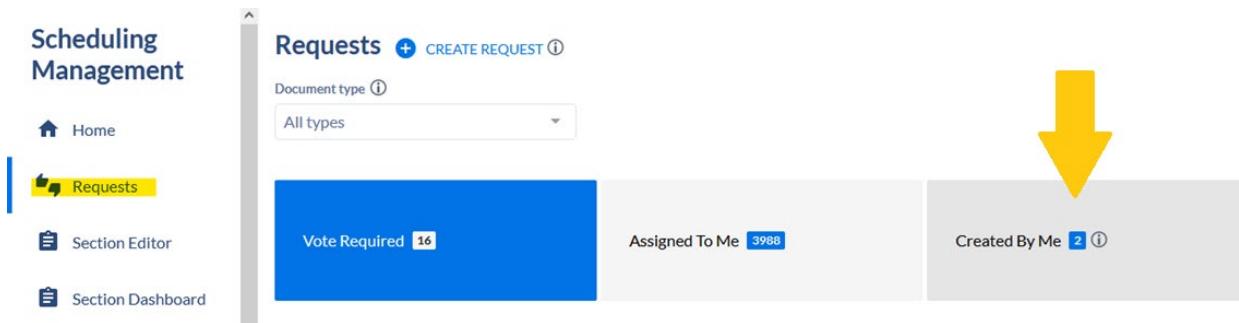
Which section?

A&S 1111 - 60036 ▼

Rule

Class Change with Meetings or Enrollment ▼

Customized workflows have been created to accommodate various requests and obtain proper approvals. For example, section requests that deviate from standard parts of term or official class times will route to the Registrar's office to ensure instructional minutes are met and then to Dean/Vice Provost. Online, Blended Hybrid requests will route to the Vice Provost of ITLE for review/approval. Tulsa or outreach requests will route to the appropriate college/campus level approvers.

Registrar Review
No deadline

AS Dean Review
No deadline

Registrar Approval
No deadline

UG/GR Vice Provost-D
No deadline

CPS Dean Review
No deadline

Registrar Approval
No deadline

Tulsa Vice Provost-D
No deadline

Registrar Processing
No deadline

B/H Review Filter
No deadline

SB Dean Review
No deadline

ITLE Vice Provost
No deadline

CEAT Outreach Coordinators
No deadline

EN Dean Review
No deadline

ITLE Vice Provost
No deadline

Registrar Processing
No deadline

Checking the Status of a Request:

To view the status of a request that you are the author of, click the **Requests** tab on the left side of the class Scheduling Management homepage, the "Created by Me" box in the middle of the page:


This will display all requests submitted by you. Click on the section name to review the details of the request on the left side of the screen. On the right side is the **Request Toolbox**:
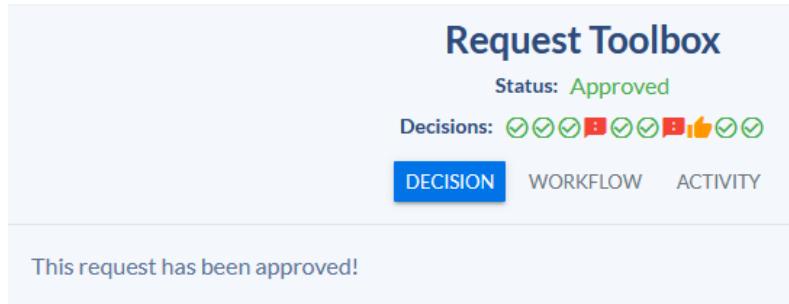
If the request has been completely approved and processed, the Status will be displayed as **Approved**. If the status is displayed as **Pending**, you can click on the WORKFLOW tab to review at which step the request currently resides, as well as the ACTIVITY tab to review any notes made by participants in the workflow.
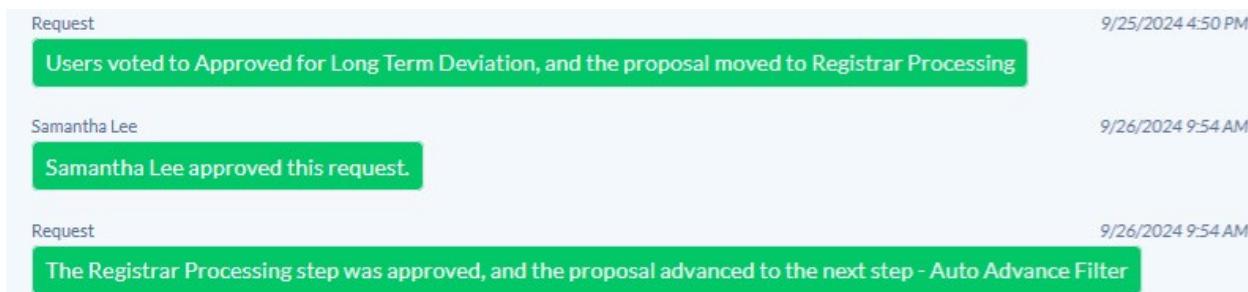
Clicking on each step name under the WORKFLOW tab will open a new window with the name of the step reviewer and their email address: